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**CHAPTER 30: PERSONAL CARE SERVICES**

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**SERVICE DELIVERY****Plan of Care**

The Plan of Care identifies the recipient's physical dependency needs that are covered in the LT-PCS program. The OAAS or its designee will develop the Plan of Care to correlate with the needs identified in the in-home assessment. The Plan of Care will describe each routine or activity listed including:

- The specific ADL and IADL tasks in which the individual requires assistance and the LT-PCS worker is to perform, assist or cue the recipient, and
- The frequency of service for each routine and activity, including:
  - The number of days per week each routine or activity will be accomplished.
  - The estimated time the LT-PCS worker should spend on all authorized tasks each service day.
  - The preferred time of day to accomplish the routine or activity when the time is pertinent, such as when to prepare meals.

This plan will be sent to the chosen provider for implementation.

**Service Delivery and Plan of Care Revisions**

Weekly units of service should be delivered in accordance with the Plan of Care and should not be more than the units specified in the plan. Where service delivery differs from the Plan of Care, the provider should document the reason on the service log and describe the reason(s)/justification, *e.g.*, services were not provided because recipient refused services.

Under no circumstances may LT-PCS units be "banked" or "saved" from one week to the next. Service must be given in the week for which it was intended, based upon the Plan of Care. During brief periods (less than 30 days duration) the provider may deviate from the Plan of Care. The revised plan must document the extenuating circumstances and describe the changes needed in the plan.

Whenever an apparently permanent change in the recipient's level of functioning is noted, the recipient or personal representative should request a status change assessment so the Plan of Care

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can be revised. Status change assessments may result in the number of hours approved being decreased or increased.

**Back-up Plan**

Providers must have a written back up plan to provide services if the primary worker is unable to report to work. This plan must include a toll-free telephone number with twenty-four hour availability manned by an answering service that allows the recipient to contact the provider if the worker fails to show up for work. Providers must also have a pool of on-call or substitute workers available to ensure that services to the recipient will not be interrupted. On call or substitute workers must meet the same qualifications as the regular LT-PCS workers before he/she can provide services to the recipient.

This policy governing back up plans **must** be made available to recipients and/or their personal representative when the Agreement to Provide Services form is being completed.

**Service Log**

A separate service log must be kept for each recipient. Reimbursement is only payable for services documented in the service log. Providers are required to use the standardized weekly service log (OAAS-PF-09-002) for documentation of LT-PCS. A copy of this form and detailed instructions for its completion are located in Appendix D of this chapter.

The weekly service log is not a substitute for a timesheet. A separate timesheet is required for each LT-PCS worker. Providers may use their own timesheet to document each worker's hours. The time entered on the timesheet must correspond to the activities and time documented on the LT-PCS service log.

The worker must record the following information on the service log:

- The time the service began each day with his/her signed initial and the time service ended with his her signed initials. The LT-PCS task performed as indicated by the worker's signed initials on the day it was performed;
- The total number of hours worked that day;
- Documentation of any circumstances that require change in the LT-PCS Plan of Care;
- The justification for not performing any task identified in the LT-PCS Plan of Care;

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- The location where the LT-PCS task is performed if not performed in the recipient's home; and
- Any observation the worker believes should be noted and reported to the supervisor.

The provider's office staff may complete all other portions of the service log, including, but not limited to:

- Provider agency name;
- Recipient name;
- Recipient date of birth;
- Weekly date range, beginning on Sunday and ending the following Saturday;
- Dates for the respective days of the week in which services are scheduled to be performed;
- Total hours of LT-PCS performed for that week.

All portions of the service log must be completed.

The provider's office staff may not change any of the documentation entered by the LT-PCS worker. Any errors made by the LT-PCS worker must be corrected by him/her using the appropriate error correction method.

Service logs must be completed daily as tasks are performed. Service logs may not be completed prior to the performance of a task. The service log must be signed and dated by the worker and by the recipient or personal representative after the work has been completed at the end of the week. The direct service worker's name should include his/her printed (legible) name, his/her signature, and the date he/she signed the form. Photocopies of previously completed weekly service logs will not be accepted.

**Interruption of Services**

A recipient may have his/her services interrupted for a period not to exceed **30 days** without his/her services being terminated by the provider agency.

Services may be interrupted for the following circumstances:

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- A hospital admission; or
- A temporary stay outside the home (e.g., a vacation).

Reimbursement is not available during service interruption periods.

**Discontinuation of Services**

A provider must provide written notification to the recipient or the personal representative when discontinuing services for good cause. The notice must be sent at least 30 days before the date on which the services are to be discontinued and should address the reason for discontinuation.

A provider may discontinue services to a recipient without 30 days notice under the following circumstances:

- Upon the recipient's request;
- If the recipient's hospitalization is expected to last more than 30 days, the provider may terminate services because of the unavailability of the recipient to receive services. When the recipient is discharged and returns home, he/she may choose the provider or another provider to continue receipt of services.
- Unsafe working conditions prevent the worker from performing his/her duties or threaten the worker's personal safety (e.g., unsanitary conditions, illegal activities in the home). The provider must make a documented reasonable effort to notify the recipient and/or the personal representative of the unsafe working conditions in the home and attempt to resolve the problem. At the same time, OAAS should be notified of the provider's concerns for staff's safety;
- The recipient no longer meets the Medicaid financial eligibility criteria;
- The recipient no longer meets the program requirements for LT-PCS;
- The recipient is incarcerated or placed under the supervision of the judicial system;
- The recipient is admitted to a long-term care facility; or
- The recipient moves out of service area (permanently or for a period over 30 days),

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If services are discontinued, the provider must notify the appropriate access contractor **within 24 hours**. See Appendix F for contact information.